

## State Agency Buy Recycled Campaign Procurement Report

(Due September 1, 2003 for FY 02–03) This form is also available at [www.ciwmb.ca.gov/buyrecycled/stateagency/manual](http://www.ciwmb.ca.gov/buyrecycled/stateagency/manual).

STATE AGENCY REPORTING \_\_\_\_\_ CONTACT \_\_\_\_\_

DATE \_\_\_\_\_ PHONE \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
Product Category <sup>1</sup>	All Reportable Purchases (QUANTITY) <sup>2</sup>	All Reportable Purchases (DOLLARS) <sup>3</sup>	RCP Purchases (QUANTITY) <sup>4</sup>	RCP Purchases (DOLLARS) <sup>5</sup>	Percent of RCP (QUANTITY) <sup>6</sup> Col 4 / Col 2 = %	Percent of RCP (DOLLARS) <sup>7</sup> Col 5 / Col 3 = %
Paper products (PP)		\$		\$		%
Printing and writing paper (PWP)		\$		\$		%
Plastic products (PL)		\$		\$		%
Compost and co-compost (CO)	(cu yd)	\$	(cu yd)	\$	%	%
Glass products (GL)		\$		\$		%
Lubricating oils (LO)	(gal)	\$	(gal)	\$	%	%
Paint (PT)	(gal)	\$	(gal)	\$	%	%
Solvents (SO)	(gal)	\$	(gal)	\$	%	%
Tire-derived products (TD)		\$		\$		%
Tires (TI)		\$		\$	%	%
Steel products (ST)		\$		\$		%
		Total <sup>8</sup> : \$ _____		Total <sup>9</sup> : \$ _____		Total: _____ %

(See footnotes on the back of this page.)

## Footnotes

**Note:** All purchases within these product categories, regardless of the source of the product or the type of contract used to purchase them, should be included in your report. Include **all** reportable purchases including tax —reportable RCPs and reportable non-RCPs.

1. Please refer to the SABRC Training Manual for fiscal year 2002/2003, glossary of terms for definitions and examples of the product categories. Include **all** reportable purchases (RCPs and non-RCPs) within the 11 product categories. RCPs outside of the 11 product categories **cannot** be counted toward attaining the procurement goals. However, non-reportable RCPs you purchase may be included as an attachment to this report.
2. Indicate the quantity (units) of **all** reportable purchases (RCPs and non-RCPs) made in the compost and co-compost, lubricating oils, paint, solvents, and tire categories during the fiscal year. Quantities do not need to be reported for the product categories with shading.
3. Indicate the total dollars spent on **all** reportable purchases (RCPs and non-RCPs) in each product category during the fiscal year.
4. Indicate the total quantity (units) of reportable RCPs purchased during the fiscal year. Quantities do not need to be reported for the product categories with shading.
5. Indicate the total dollars spent (including tax) on reportable RCPs during the fiscal year for each category.
6. Indicate the percentage of reportable RCPs purchased. The percent recycled is calculated by dividing the figure in column 4 by the figure in column 2 and multiplying by 100. Percentages do not need to be calculated for the product categories with shading.
7. Indicate the percentage of total dollars represented by dollars spent (including tax) on reportable RCPs in each category. The percent recycled is calculated by dividing the figure in column 5 by the figure in column 3 and multiplying by 100.
8. The total of column 3 should be equivalent to the total dollars spent on **all** reportable products (RCPs and non-RCPs) during the fiscal year.
9. The total of column 5 should be equivalent to the total dollars spent on reportable RCPs during the fiscal year.
10. E-mail, fax, or send your report to Jerry Hart at the e-mail address, fax number, or mailing address below:  
  
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